

## Taylor-Brawner Rental Information

3180 Atlanta Road, Smyrna, GA 30080

(Prices in effect until June 30, 2019)

	City of Smyrna Resident	Non-Resident	Refundable Damage Fee
<b>Brawner Hall</b> (circa 1910)			
Banquet Hall/Reception Room (with kitchen & A/V) (maximum capacity 120 mingling)	\$400 / 4 hours \$40 / ea. add. hr.	\$450 / 4 hours \$40 / ea. add. hr.	\$200
Studio A or B (with counter & double sinks) (maximum capacity 30 each)	\$75 / 2 hours \$20 / ea. add. hr.	\$90 / 2 hours \$20 / ea. add. hr.	\$100
Conference Room (with monitor, conf. phone, etc.) (maximum capacity 10)	\$75 / 4 hours \$10 / ea. add. hr.	\$90 / 4 hours \$10 / ea. add. hr.	\$100
<b>Taylor-Brawner House</b> , 3182 Atlanta Rd. (circa 1890) (48 banquet style, max. capacity 70 mingling)	\$350 / 4 hours \$50 / ea. add. hr.	\$450 / 4 hours \$50 / ea. add. hr.	\$200
<b>Aunt Fanny's Cabin</b> , 2875 Atlanta Rd. (circa 1890) (approx. 30 banquet style, max. capacity 40)	\$150 / 4 hours \$25 / ea. add. hr.	\$200 / 4 hours \$25 / ea. add. hr.	\$100
<b>Alcohol permit with security</b> (not permitted at any outdoor facility)	\$200 / 3 hours \$50 / ea. add. hr.	\$200 / 3 hours \$50 / ea. add. hr.	
<b>Taylor-Brawner Park</b> (outdoor facilities, 2 hour min.)			
Taylor-Brawner Park Pavilion (max. capacity 46)	\$30 / hr.	\$40 / hr.	
Taylor-Brawner Park Round Pavilion (no tables)	\$30 / hr.	\$40 / hr.	
<b>Wedding and/or Reception Packages</b> are available in 8-hour and 12-hour timeframes beginning at only \$1200.00. Please call or email for more information.			

### Hours available for rentals:

Monday – Thursday: 8:00 am – 10:00 pm  
 Friday – Saturday: 8:00 am – 12:00 midnight (10:00 pm for outdoor rentals)  
 Sunday: 10:00 am – 10:00 pm

For more information, please contact **Theresa Galletta** at **678-631-5545** or  
**BrawnerHall@smyrnaga.gov.**

For information on renting other City of Smyrna facilities, please call 770-431-2842.  
 Visit our website at **www.smyrnacity.com.**

(Please see reverse side for additional information.)

All rentals: Tables & chairs, with set up and break down, are included in all venues/rooms. Linens are not included. Each venue/room has additional amenities. Outside vendors are allowed at no additional cost. Food must be brought in already prepared. No cooking or grilling is allowed. Bands, DJs & dancing are allowed in Brawner Hall; however, they are not allowed in the Taylor-Brawner House.

Tours: Tours can be scheduled on Mondays and Thursdays, 10:00 am – 7:00 pm, and Tuesdays, Wednesdays and Fridays, 9:00 am – 6:00 pm, as long as there is not an event scheduled in the venue. We cannot hold office hours or conduct tours on weekends due to numerous private events.

Reservations: We cannot hold dates. Full payment, plus a damage deposit for all indoor spaces, is required to reserve a facility. We accept all major credit cards, debit cards and checks. However, checks cannot be accepted within 30 days of the event date. We do not accept cash. Reservations can be completed up to one year in advance at the Event Office in Brawner Hall or over the phone.

Damage Fees: Damage fees are processed upon receipt and refunded as long as the rental facility is left in good condition and all timeframes are honored. If the damage fee is paid with a credit or debit card, please allow up to two weeks for a refund to that card. If paid with a check or money order, please allow 4–6 weeks for the refund to be processed and mailed to the address on the rental permit.

Timeframes: The timeframe that you reserve, which is listed on the rental permit, are the times for which access is allowed to the facility. Any set up, decorating, break down, clean up or caterer/rental company delivery and pickup must be included in the contracted time. We cannot store items or receive deliveries for customers. Requests for additional time should be made at least 2 weeks prior to the event date; however, we cannot guarantee that additional hours will still be available.

Cancellations/Date Changes: Cancellations must be made using the Request for Refund Form at least 30 days prior to the event date, in which case payment will be refunded minus an administrative fee of 20% of the rental fee. Any cancellation made within 30 days of the event date will result in the loss of all rental fees. Event date changes also require a 30 day notice and are subject to the same fees.

Outdoor Rentals: In case of inclement weather, you may reschedule the event for another available date and/or facility of equal or lesser value. Requests for a future date must be made within 5 business days. Refunds will not be given in the event of inclement weather. Tents, inflatables, motorized vehicles, petting zoos, pony rides, water sports, alcohol and grilling are not allowed in Taylor-Brawner Park.

Alcohol: Alcohol is permitted at indoor facilities only and requires the purchase of an alcohol permit. Alcohol permits should be purchased through the Event Office at least 2 weeks prior to your event.

Decorations: Decorations must be free-standing. Nothing can be attached to the walls, ceilings, floor, ceiling fans or any other part of the venue/furnishings. The use of any type of tape, glue, tacks, staples, Command Strips or any similar product on any part of the building or furniture is strictly prohibited. Candles are only permitted in a votive or other glass enclosure. Artificial flower petals are not allowed in outdoor areas. Confetti, Silly String and Fog/Smoke Machines are not allowed in any location.

Clean up: All rental spaces are to be left in the condition they were found. The kitchen must be left clean in all areas. Trash should be placed in the trash receptacles provided. All personal items should be removed from the venue. Failure to do so will result in the loss of the damage deposit.

